

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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June 12, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD A CONTRACT WITH  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
TO PROVIDE  
JOB READINESS AND CAREER PLANNING SERVICES  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of the Department of Public Social Services (DPSS) to prepare and execute a contract, substantially similar to the enclosed contract, with the Los Angeles County Office of Education (LACOE), effective July 1, 2007 at a maximum total contract amount of \$71,604,640 for a two-year period with three additional one-year renewals to provide Job Readiness and Career Planning Services (Orientation and Job Club Services) to participants of the Department's Greater Avenues for Independence (GAIN) Program. Funding for this contract is included in the DPSS' Fiscal Year 2007-08 Proposed Budget. Funding for future years will be included in the Department's budget requests.
2. Delegate authority to the Director of DPSS to prepare and sign amendments to the contract that result in a cumulative decrease or increase of no more than ten percent of the original contract maximum either (1) when the change is necessitated by additional and necessary services that are required in order to comply with changes in federal, State, or County requirements, or (2) to add services to participants of the County's Refugee Employment Program.

The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendments, and the DPSS Director will notify the CAO in writing within ten business days after execution.

*"To Enrich Lives Through Effective And Caring Service"*

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this contract will allow DPSS to continue to provide Job Readiness and Career Planning Services to its GAIN participants. These services include Orientation and Job Club services that provide GAIN participants with the tools, skills, information and resources to enable them to overcome barriers and find work through their own efforts. These services assist individuals to move from welfare dependency to self-sufficiency. LACOE will provide services to approximately 11,000 GAIN participants each year.

Services are currently being provided by LACOE to GAIN participants through a contract that commenced July 1, 2002 and will expire on June 30, 2007. During the term of the current contract, LACOE has consistently adapted to program changes and requirements, met the contractual requirements and exceeded the performance expectation of placing 20 percent of participants into full-time employment. For Fiscal Year 2005-06, LACOE's average full-time placement rate was 28 percent.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: Improve the well-being of children and families in Los Angeles County, Strategy #2: Enhance the ability of families to achieve self-sufficiency and economic well-being.

### **FISCAL IMPACT/FINANCING**

The maximum total amount for this contract for the two-year contract term is \$28,196,456. The total amount for the three additional one-year renewals is \$43,408,184. The total maximum amount for the five-year period is \$71,604,640. Funding for this contract is included in the DPSS' Fiscal Year 2007-08 Proposed Budget. Funding for future years will be included in the Department's budget requests. There is no additional Net County Cost impact after the required CalWORKs Maintenance of Effort is met.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The contract allows the Director of DPSS to prepare and sign amendments to the contract that result in a decrease or increase of no more than ten percent of the contract maximum and are needed (1) to comply with changes in federal, State, or County requirements or (2) to add services to participants of the County's Refugee Employment Program.

The Living Wage Ordinance does not apply because the recommended contract is a non-Prop A contract.

The contract has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

The recommended contract was procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services Operations Manual (Section 23-650.1.12,) which allows for non-competitive contracting with public education agencies.

The regulations generally require that the contract term does not exceed three years. DPSS requested and received permission from CDSS to include three additional one-year renewals beyond the initial two-year term at the discretion of the Director of DPSS.

### **CONTRACT PERFORMANCE**

The monitoring of this contract is performed on a quarterly basis. The expected performance outcome is that participants receive the tools, skills, useful information and resources to enable them to overcome barriers and find work through their own efforts. The current Contract requires that LACOE maintain a full-time Job Placement rate of at least 20 percent.

During the term of the current contract, LACOE has consistently met the contractual requirements and provided effective and sufficient Orientation sessions and Job Club classes. For Fiscal Year 2005-06, LACOE's average full-time placement rate was 28 percent of participants who began Job Club. The last monitoring for the period of January 1, 2007 through March 31, 2007 was completed in May 2007. Overall, the contractor was in compliance with the contract requirements.

DPSS contract monitors perform on-site observations of Orientation sessions and Job Club classes, interview participants and LACOE's instructors at all Job Club sites to ensure that participants are satisfied with the services and the instructors follow the specified schedule as well as cover all the program areas stated in the contract.

DPSS monitors also review case files and reconcile Job Placement data provided by LACOE against County's GAIN Employment Activity and Reporting System data to ensure that the contractor met the Job Placement contractual requirements.

Several changes to the Statement of Work are aimed at meeting new work related activity requirements implemented by the reauthorization of Temporary Assistance to Needed Families. The minimum full-time Job Placement rate was increased from 20 to 30 percent for Fiscal Year 2007-08 and increases each year up to 40 percent in the fifth and final year.

Two performance measures have been added to track participation by GAIN participants:

1. The percent of participants scheduled who show for the first day of Job Club.
2. The percent of participants who begin Job Club that complete Job Club.

The minimum rate for both is 50 percent. The contract contains a provision for liquidated damages if the performance standards are not met.

### **IMPACT ON CURRENT SERVICES**

The contract will allow the continuation of Job Readiness and Career Planning services in Los Angeles County for GAIN participants.

### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Director of DPSS and one adopted stamped copy to:

Office of the County Counsel  
Social Services Division  
Attn: David Beaudet  
500 West Temple Street, Suite #602  
Los Angeles, CA 90012

Respectfully Submitted,



Philip L. Browning  
Director

PLB:nl

Enclosure

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors